



Certificate Request Form (Additional)

Ritsumeikan Asia Pacific University Student Office

Address:
1-1 Jumonjibaru
Beppu, Oita 874-8577
JAPAN
Inquiries:
Email: shoumei@apu.ac.jp

***One (1) Certificate of Graduation and one (1) Transcript of Academic Record in Japanese and English will be distributed to graduates free of charge on graduation day or will be mailed to you after the graduation ceremony.**

***Please use this form if you need two or more copies of a certificate.**

APPLICANT INFORMATION

Student ID		Scheduled Date of Graduation/Completion	September 18, 2026
Surname		Date of birth	/ / yyyy mm dd
Given Name(s)		Phone Number Email address	

Should the envelope be sealed and stamped?

(Examples: seal and stamp on envelope or individually packaged transcripts)

☐ No ☐ Yes

Type	Fee	Additional Copies			Subtotal
		JAPANESE	ENGLISH	Total	
Certificate of Graduation /Completion	¥300 each				¥
Transcript of Academic Record	¥300 each				¥
Method of Receipt	☐ Graduation Ceremony *Receive at the ceremony on September 18.				
	☐ Domestic Mail ¥430				¥
	☐ Overseas Mail (EMS)	1st Zone China, South Korea, Taiwan		1,450 円	¥
		2nd Zone Asia (excluding China, South Korea, Taiwan)		1,900 円	
		3rd Zone Oceania, Canada, Mexico, Middle East, Europe		3,150 円	
		4th Zone U.S. (including Guam and other U.S. territories)		3,900 円	
		5th Zone Central and South America (excluding Mexico), Africa		3,600 円	
	☐ Pick up at Student Office Counter *to be received on or after September 24.				
Payment Method	☐ Pay by credit card or at convenience stores (e-apply)			Total	
	☐ Certificate stamp				

Address **※Please fill out the mailing address only if you are receiving the certificates by mail.**

Zip code	
Address	
Name	
Tel	

<OFFICE USE>

住所		部数		発行	確認	交付	受付
ID		言語					
支払い		カバーレター					
種類		厳封					